



Position Description

Position Title	Executive Level 1, Assistant Director, ICT Architect Executive Level 1, Assistant Director, ICT Cloud Engineer
Location	National Office - Ngunnawal Country (Phillip, ACT) or Yumba Hostel - Turrbal and Jagera (Yuggera) Countries (Brisbane QLD)
Reporting To	CIO
Employment Type	Ongoing/Non-ongoing, Full-time (75 hours per fortnight) Non-ongoing may be offered for up to 12 months, with the possibility of extension. A merit pool may be established from this selection process to fill similar future vacancies that may arise.
Salary	\$121,755 - \$132,713 per annum plus 15.4% superannuation Note: the base salary is the default rate, however salary maintenance for Section 26 transfers, or an above-base pay point (commensurate with the skills and experience) may be considered for the successful candidate. Explore our Enterprise Agreement (2024-2027) here .
Contact Officer	David Prince Contact: 02 6212 2080

About Aboriginal Hostels Limited (AHL)

AHL is a not-for-profit Commonwealth company dedicated to providing culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Since 1973, AHL has been committed to improving the quality of life and economic opportunities for First Nations people through a national network of over 40 hostels across Australia. Join us in making a meaningful impact and supporting our mission to enhance the lives of First Nations communities.



Benefits

- We offer more than just a job; we provide an opportunity to make a meaningful impact. By joining our team, you'll contribute to AHL's vision to improve the quality of life and economic opportunity for First Nations people. You'll work alongside passionate colleagues striving for positive social change. Perks include:
- As a Public Benevolent Institution (or "Not-For-Profit"), we offer significant benefits through salary packaging, which allows our employees to use pre-tax dollars for expenses like mortgage, rent, and living expenses. This is in addition to the usual salary packaging availability for vehicles and laptops and is not ordinarily available in other APS agencies. Utilising the full \$15,900 cap per FBT year (April to March), results in substantial tax savings, increased take-home pay, and greater financial flexibility. Calculate your potential savings by visiting either of our providers' websites:
<https://salpacaus.com.au/pbi-benefit-calculator> <https://www.smartsalary.com.au/calculator>
 - Convenient and central office location (In Phillip, ACT) with close proximity to bus route; Free all-day parking options close by. Lockers, bike racks and on-site shower/changing facilities; regular social club activities;
 - Development opportunities within the team and branch – higher duties are automatically paid after 1 day (no two-week waiting period).

About the Roles

The **EL1 ICT Architect role**, requires expert skills and experience in maintaining, securing and improving ICT systems. Operating with a high degree of autonomy, this role requires a highly motivated individual who can mentor other administrators and support desk staff. Beyond day-to-day technical maintenance, the role requires attention to detail regarding cyber security, systems, network and cloud administration, projects and architecture designs.

As an effective team leader and strategic collaborator, you will supervise and build the operational capacity of the team, ensuring compliance with public sector ICT frameworks and internal controls. You will be responsible for AHL's ICT network to support the hostels 24x7x365 operations. Your skill in translating complex technical concepts into clear, accessible guidance, managing external consultants, and delivering targeted training to elevate digital security and ICT literacy across the agency.

The **EL1 ICT Cloud Engineer role**, requires expert skills and experience in maintaining, securing and improving ICT cloud systems. Operating with a high degree of autonomy, this role requires a highly motivated individual who can mentor other administrators and support desk staff. Beyond day-to-day technical maintenance, the role requires attention to detail regarding cyber security, systems, network and cloud administration, projects and architecture designs.

As an effective team leader and strategic collaborator, you will build the operational capacity, ensuring compliance with public sector ICT frameworks and internal controls. You will be responsible for AHL's ICT network to support the hostels 24x7x365 operations. Your skill in translating complex technical concepts into clear, accessible guidance, managing external consultants, and delivering targeted training to elevate digital security and ICT literacy across the agency.

Why Join Us?

By joining AHL, you will be a key member in the technical team, your expertise will guide and deliver ICT services for AHL. We actively champion innovation, providing you with a platform to lead digital transformation projects, pilot advanced automation and explore tools like AI integration in a supportive, forward-thinking environment. Operating with a high degree of autonomy, you will be trusted to drive system optimisation and mentor a dedicated team, offering you a clear pathway to expand your leadership capability and advance your career within the Australian Public Service (APS).

About You

You are a highly skilled, proactive, ICT professional who thrives at achieving operational excellence in information technology systems, with strong people, customer service and team leadership. Operating with a high degree of autonomy, you possess advanced technical expertise in configuring and optimising ICT systems and strong technical analytical skills. You are an exceptional problem solver with great attention to detail, capable of managing complex problems and leading a team to achieve business process improvements while managing competing deadlines.

An influential communicator and supportive team leader, you are proficient at supervising and mentoring a team, building strong relationships with diverse stakeholders and adopting a culturally safe workplace that respects and supports equitable outcomes for First Nations peoples.

Identified Position

This position has direct engagement with Aboriginal and/or Torres Strait Islander peoples, communities and service providers, or is involved in impacting innovates for AHL. You will require a high level of cultural competency, including:

- demonstrated understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples,
- demonstrated high level ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples, and
- demonstrated high level capability and commitment to continue to develop cultural competency.

RecruitAbility

Further, the RecruitAbility scheme applies to this vacancy. Under the RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position.

For more information on the RecruitAbility scheme please follow this link: [APSC Recruitability scheme guide applicants](#).

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At AHL to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Prior to engagement, successful candidate(s) are required to:

- provide an Australian Citizenship document (e.g. birth certificate or passport);
- undergo a satisfactory National Criminal History Check;
- meet the fitness for duty requirements; and
- hold and maintain, working with children check in QLD, working from AHL's Brisbane location.

How to Apply

Submit your complete application through to jobs@ahl.gov.au by **11:59pm AEST on Wednesday 30 September 2026**.

A completed application should have the following:

- Complete the Application Form available from our website - www.ahl.gov.au/work
In the application form there is a section for you to include a 'one page pitch' telling us how your skills, knowledge, experience and qualifications make you the best person for the job and to perform at the relevant classification level.
- Your resume (maximum three pages)

You may also refer to the APSC resource [Cracking the Code](#) for further guidance and assistance on applying for jobs in the Australian Public Service.

Attachment A: Key Responsibilities and Capabilities

Key Responsibilities

In line with EL1 work level standards, this role will:

- Carry out administration and troubleshooting of M365 (Teams, SharePoint, OneDrive, Power Platform, including configuring Conditional Access policies and Entra ID access groups) whilst also maintaining AHL's digital identity via Active Directory and Microsoft Entra.
- Perform system administration, maintenance, optimisation and upgrades of existing systems as required in both Windows Desktop and Windows Server through a virtualised environment.
- Implement time critical security remediation activities to prevent potential threats. This includes maintaining existing security configurations which are in line with both the internal ICT Security Strategy and Essential 8 recommendations.
- Foster and promote productive relationships with internal and external stakeholders.
- Contribute to ICT projects through approved initiatives by learning new technologies and solutions implemented by the ICT team.
- Contribute to the development and effectiveness of the ICT team including but not limited to mentoring of junior engineers and completing written documentation to aid in the support of various technologies used within the environment and aiding non-technical staff within the team.
- Oversee networks (and associated hardware) across 42 sites around Australia, whilst maintaining Information Security and performance efficiency.
- Keep detailed records of daily operations and time reporting.
- Ensure servers, network hardware, desktop hardware etc, remain current in terms of patching and vulnerability management.
- Provide ongoing support to helpdesk engineers as a first point of escalation for incident, service and problem tickets.
- Be adaptable to a fast passed, fluid environment in a high performing team whilst contributing to improvements and maintenance of ICT services.
- Perform other duties as directed by the technical architect or chief information officer

Key Capabilities

- **Cultural Capability:** High-level understanding of First Nations cultures, with a proven ability to communicate sensitively and support equitable workplace outcomes.
- **Technical Expertise:** Tertiary qualification in IT combined with advanced experience in Microsoft, Linux, security and networking services
- **Autonomy & Delivery:** Ability to work independently with high attention to detail, managing competing priorities to meet strict deadlines.
- **Stakeholder Engagement:** Excellent communication skills to build strong relationships, to identify opportunities, achieve outcomes and facilitate cooperation.
- **Team Leadership:** Proven ability to work under limited direction in a small, busy team to deliver customer service to all skills level of staff and specifically managing workloads and performance.
- **Training:** Capability to deliver quality customer service and training to staff in the use of ICT systems.

Qualifications and Experience

EL 1 ICT Architect

- **Essential:**
 - A tertiary qualification in IT, or progression to the achievement of the qualification
 - Skilled in the administration of Microsoft Azure/Entra
- **Desirable:**
 - Management of ICT environments within Australian Government
 - Skilled in the administration of SharePoint and Power platform
 - 2 years Citrix Support
 - 2 years virtualisation administration

EL1 ICT Cloud Engineer

- **Essential:**
 - A tertiary qualification in IT, or progression to the achievement of the qualification
 - Skilled in the administration of Microsoft Azure/Entra
 - Skilled in the administration of SharePoint and Power platform
- **Desirable:**
 - Management of ICT environments within Australian Government
 - 2 years Citrix Support
 - 2 years virtualisation administration